


<p><b>SUPERIOR COURT OF CALIFORNIA</b></p>  <p><b>COUNTY OF ALAMEDA</b></p>	<p><b><u>JOB ANNOUNCEMENT</u></b> <b>EOE/ADA*</b></p> <p>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</p>	<p><b>24 HOUR JOB HOT LINE #</b></p> <p><b>(510) 208-3906</b></p> <p><b><a href="http://www.alameda.courts.ca.gov/courts">www.alameda.courts.ca.gov/courts</a></b></p>
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## **SENIOR COURTROOM CLERK**

**\*\* *PROMOTIONAL ONLY* \*\***

**SALARY RANGE:** **\$1,949.20 - \$2,286.96 Bi-weekly, plus Benefits**

**FILING DEADLINE:** **Monday, June 19, 2006 by 5:00 p.m.**

**FILING REQUIREMENTS:** **Completed court application form**

**Send application materials to:**  
**Superior Court of California, County of Alameda**  
**Human Resources & Labor Relations Bureau**  
**1225 Fallon Street, Room 105**  
**Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Senior Courtroom Clerk. Under general supervision, incumbents serve as lead trainer for Courtroom Clerks; assist in the formulation of procedures and training materials; prepare and provide information in the development of on-line courtroom training manuals; participate and/or facilitate training sessions; resolve work flow and other technical and procedural problems within the courtroom; may perform back-up duties as a courtroom clerk; and performs other related duties as assigned. An eligible list will be established from which current and future vacancies will be filled.

**TYPICAL DUTIES** (May include but are not limited to the following:)

1. Provides technical direction for Courtroom Clerks; assists in scheduling and assigning work; sets priorities; and reviews work.
2. Assists in training co-workers; and provides information and recommendations related to procedures in assigned areas.
3. Assists in the formulation of procedures and training materials intended to enhance staff capabilities and to improve the delivery of services to the courtroom; prepares and provides information in the development of on-line courtroom training manuals; and participates and/or facilitates training sessions.
4. Leads others engaged in courtroom clerk activities; trains, coaches and reviews the work of others; and serves as technical resource within specialty area(s) of court operations.
5. Provides feedback to managers on the performance of courtroom clerks that incumbent is or has been responsible for training and coaching.

**TYPICAL DUTIES** – Continued

6. Advises manager of operational problems or staffing needs and recommends changes in policies and procedures.
7. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Experience:**

The equivalent to three years of full-time experience in the classification of Courtroom Clerk II.

**KNOWLEDGE AND ABILITIES**

***Knowledge of*** Courtroom Clerk duties and responsibilities and required skills and knowledge; relevant oral, written and on-line training methods and materials; performance standards for Courtroom Clerks; applicable policies and procedures; modern office practices and procedures including filing, operation of standard office equipment, and personal computers; basic record keeping systems; operation, procedures and jurisdiction of Court; legal forms, documents and terminology relating to civil, criminal, probate, family law, traffic and juvenile cases; preparation, acceptance and processing of legal documents, automated computer system software utilized in the courtroom, rules of Court and court related sections of various California Codes, ordinances, laws, regulations, provisions and policies related to specific court assignments.

***Ability to*** assist in scheduling, assigning, and prioritizing the work of others; train, coach and review others' work for technical accuracy and quality of performance; develop oral, written and on-line training materials and conduct training sessions; recognize when procedures need implementing or changing and make recommendations; provide technical expertise in specialty area(s) of court operations; provide support to manager and judicial officers of various areas of law; understand and carry out oral and written instructions; work in an environment that includes frequent interruptions and requires attention to multiple tasks simultaneously, establish and maintain effective working relationships with judicial officers, the public, attorneys, staff, and others; locate, identify and correct technical inaccuracies; operate computer hardware and a variety of relevant software application programs.

**GENERAL INFORMATION**

This is a full-time, non-management position. This position includes a one-year probationary period.

The examination process will include three components as follows:

- (1) An initial screening of all application materials received by the filing deadline.
- (2) A review of the applications to select the best-qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

**GENERAL INFORMATION** – Continued

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should there be a large applicant pool. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

*Application forms may be obtained at the Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland, CA 94612  
8:00 a.m.-5:00 p.m., Monday-Friday,  
at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at (510) 208-3906.*

Distribution: All SCT; Website, V Drive; Job Hotline, local colleges & universities  
Opened exam on June 5, 2006 with a deadline of June 19, 2006.